

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 25 July 1956

FROM : Chief, Instructional Services Branch/SS/TR

SUBJECT: Weekly Activity Report No. 30
18 - 24 July 1956SIGNIFICANT ITEMS

None

OTHER ACTIVITIES1. Research and Bibliographies

a. A list of the most popular American books in non-English speaking countries has been requested [] IS. All common sources have been searched and CIA Library contacted with no positive results. The request has been directed to the American Book Publishing Council through [] Support/OO. State Dept. and USIA also have been contacted. The librarian and [] will visit USIA to peruse material they have.

25X1



25X1

c. Course on Methods and Techniques of Research - [] Manuals and books will be searched for on this subject and placed at [] disposal.

25X1

2. [] SIC, visited the library. In order to determine what holdings we have that may be of interest to him, 800 of our OTR Library catalog cards on Communism and the USSR are currently being made into a tape run by Machine Division/CR. This list will then be checked against Branch II/CR Library holdings on these subjects. C/SIC will then peruse the list to determine what we have that may be transferred to that library. In the meantime, it is urged that C/IS determine what books on Communism and the USSR should be retained in R&S Bldg. for IS support.

JOB NO. [] BOX NO. [] FILED NO. [] DOC. NO. [] NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO [] IS [] RET. JUST 22
NEXT REV DATE 09 REV DATE 17-12-79 REVIEW TYPE DOC. 02
NO. PGS 10 CREATION DATE [] ORG COMP [] ORG CLASS S
REV CLASS C REV COORD [] AUTH: HR 70-3

~~SECRET~~

25X1

3. [] C/IS, recommends that the OTR Library consider taking over the card catalog presently in Branch II Library, Alcott Hall, provided there is doubt in the near future on its location. This can be done only if provision is made for additional help in OTR Library to do the filing.

4. Budget Information: C/Library Section requested \$19,000 for FY57 based on the sum expended during the past year. Only \$15,000 has been granted by OCR for FY57, making it necessary for the Office of Training to reduce its purchases for the coming year by almost 20%.

5. Printing and Reproduction

a. Instructors' Guide to Current References: the 23 July issue has been received from Printing Services Division/OL on Monday, and the regular distribution has been made.

25X1

b. The Russian Newspaper Reader was received from PSD/OL on 25 July and forwarded to [] instructor, IAS.

c. List of Recent Publications, TR RM O-3a: 24 pages were typed, proofread and returned to Chief, Library Section/TR, for final review before processing 50 copies. This publication will be issued on a monthly basis.

6. Attendance at the Language and Area Film Program Series

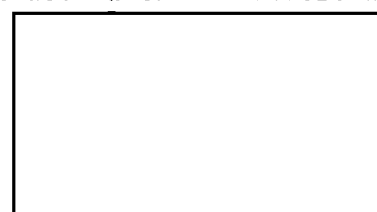
a. 24 July	Russian	24 persons
b. 25 July	Russian	42 "

7. Personnel Notes

25X1

25X1

a. The library is preparing to support the IPM course this Fall. [] Circulation Librarian, is currently attending a course in analysis given by OCR. [] will observe the methods used in Branch II library during the next week when IPM course will be in session.



25X1

~~SECRET~~